

**net.work.Maryland Board of Directors Meeting Minutes**  
**April 16, 2002**

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**ATTENDEES:**

Linda Burek  
Margo Burnette  
Bill Dye  
Jamie Schloss  
Delegate Walkup  
Walter Bigalo  
Richard Rose  
William Morrow  
Russ Doupnik

Bob McGrory  
Chuck Bristow  
Michael McCarty  
Pat Wallace  
Renee Winsky  
Jeff Blank  
Ron Forsythe  
Lewis Powell  
Don Hall

Reported By:	Topic / Discussion	Action	Completion Date
L. Burek	<b><u>Call To Order</u></b> - The Inaugural meeting of the net.work.Maryland Board of Directors was called to order at 10:00 am at the University System of Maryland Office Chancellor's Conference Room, Adelphi, Maryland, by L. Burek, Chair		
L. Burek	<b><u>Net.work.Maryland Historic Overview</u></b> – L. Burek provided historic overview of the net.work.Maryland project and addressed the Project Phases		
M. Burnette	<b><u>Lessons Learned</u></b> -- M. Burnette discussed the lessons learned from the net.work.Maryland Project, and how these will impact the way the project moves forward. Lessons include the following:  <ol style="list-style-type: none"><li>1. Separation of Resource Share (fiber) and net.work.Maryland Projects</li><li>2. Economic Development</li><li>3. Stakeholders Involvement</li><li>4. Regionalized Deployment Plan</li><li>5. Communications Plan</li><li>6. Dedicated Project Management Office (PMO)</li></ol>		
L. Burek	<b><u>Governance Structure</u></b> --- L. Burek addressed the intent of the Board. their roles. responsibilities and authorities. She informed		

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	them this is a "working board" and their input would be critical as we move forward with the Project.		
Board Members	<b>Introductions</b> - Each board member introduced themselves and shared the following information: <ul style="list-style-type: none"> <li>- Name, profession, and entity representing</li> <li>- How each intends to gain input from entity they represent</li> <li>- Their vision for statewide network</li> <li>- Their vision for board</li> <li>- Area and/or how each believes can most contribute</li> </ul>		
Delegate Walkup	<b>Delegate Comment</b> - Delegate Walkup addressed the Board, offering her support, and discussed the importance of net.work.Maryland to the Eastern Shore		
M. Burnette and B. Dye	<b>Current Status</b> – B. Dye provided update on the status of Phase 0 including the following: <ul style="list-style-type: none"> <li>• Central and Southern LATAs connected using State Fiber <ul style="list-style-type: none"> <li>–College Park POP</li> <li>–6 St. Paul, Baltimore POP</li> </ul> </li> <li>• Annapolis Metropolitan Area Network (MAN)</li> <li>• Gateway Equipment in Garrett County</li> <li>• SMTP Email Relay with AntiVirus Capability</li> <li>• Connectivity for UMES</li> <li>• Planning for fiber-based network: <ul style="list-style-type: none"> <li>–Purchased fiber to use for spurs</li> <li>–Bay Bridge engineering and design</li> <li>–Engineering tools to develop Configuration Management application</li> <li>–Network Management and Accounting Tools.</li> </ul> </li> </ul> <p>M. Burnette provided status of Phase I and Existing Resources</p>		
M. Burnette	<b>Working Session</b> -- M. Burnette demonstrated the internal working website and provided the url, login and password information. <p>M. Burnette requested that board members submit brief bio that will be available on the internal working website and the public website</p>	Each board member to provide brief bio for website	

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	A Board member questioned regarding connections and provisioning of services.	DBM to put Interface Control Document on the internal site as soon as possible	
Board	<b>Meeting Logistics</b> -- It was unanimously decided that the monthly Board meeting will be held the third Tuesday of every month through November 2002. The meeting will take place during the timeframe of 10:00 am – 2:00 pm. The meetings location will vary each month The May meeting will be hosted by TEDCO in Columbia, MD		
Board	<b>Committees</b> - A motion was made and passed by unanimous vote to create the following three committees: Public Relations / Communications Engineering By-Laws / Policy  A motion was made and passed by unanimous vote to create a Requirements Committees  Volunteers were solicited to chair and participate on the committees. The following committee members and chairs were identified:  <ul style="list-style-type: none"> <li>- <b>Requirements</b> -- Michael McCarty, Chair; Lewis Powell</li> <li>- <b>Public Relations / Communications</b> - Renee Winsky, Chair; Garland Williamson</li> <li>- <b>Engineering</b> - Jeff Blank, Chair; Richard Rose</li> <li>- <b>By-Laws / Policy</b> - Pat Wallace, Chair; Ron Forsythe</li> </ul>	Committee chairs to submit their committee's mission and its members to M. Burnette by Monday April 22, 2002	
	<b>Other Business</b> -- Renee Winsky suggested additional organizations such as Forum for Rural Maryland by invited as ex-officio members.		
	<b>Adjournment</b> - The meeting adjourned at 3:00 pm		